



Employment Services Worker

Department: Social Services

EEO Code: 25

Class Code: 4129

FLSA: E

Effective: 01/12/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in providing employment counseling services to mandated and voluntary clients; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Conducts assessment interview to determine client's employability; supervises job search activities which may include working with groups or working individually with participant to enhance their employability; assigns clients to the various program components; reassesses clients at prescribed intervals to ensure that they are making satisfactory progress or to monitor their particular work status; evaluates effectiveness and coordinates with local educational and training resources to make referrals; develops work sites for work experience; develops jobs for participants; assists participants in placement into unsubsidized employment; engages in public speaking and other media methods to promote the overall Employment Services Program; maintains files to allow the retrieval of work status information related to reassessment and/or other program requirements; completes all necessary reporting requirements; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of employment counseling principal, practices and techniques; of job development and placement techniques; of federal, State, local and agency standards, guidelines, regulations, policies and laws.

Considerable skill in conducting assessment interviews; in developing and maintaining effective working relationships with customers; in communicating in writing sufficient to maintain records on program participants; in completing all reporting requirements.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate degree in social work or related field and one year of employment services experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
